Quick Start Guide for Macintosh

This Quick Start Guide shows how to install and configure the Eudora software. It also provides keystroke shortcuts and basic email procedures such as sending and receiving messages. For the Windows version, turn the booklet over.

Finding Information

After you install Eudora, you can access the *Eudora 5.2 User Manual for Macintosh* manual and other Eudora documents by opening the Eudora folder and then the Documentation folder. To open the manual, double-click the user manual icon; Acrobat Reader automatically opens it. The manual is also available on the Eudora web site, www.eudora.com.

The manual topics are linked. When you see a topic associated with a page number associated to a topic in the table of contents, index, or in a cross-reference, click the topic or page number and that topic appears.

If you prefer, you can print the PDF manual. From the **File** menu in Acrobat Reader, choose **Print**.

If you need help while using Eudora, go to the Help menu and choose a topic or turn the Balloon Help on.

System Requirements

To use Eudora, you must have at least the following:

- Macintosh® PowerPC processor running Macintosh OS 8.6 or later with CarbonLib 1.6 or later
- Network or Internet mail account that uses POP3 or IMAP4 protocol
- Access to your mail account via a TCP/IP (Internet) network connection or via PPP dial-up networking through a modem

Getting Started

Before you can successfully install Eudora, you need to know the following basic information about your email account. Either your Internet Service Provider (ISP) or your email administrator can provide you with this information.

- **Return email address (Return address)**

This is the email address that has been assigned to you by your ISP or your organization. It is the address other people use to send you email. An example return address is jim@myfirm.com

Record your Return address here.

- **User name (Username)**

This is the name you use to log into your email account. Your ISP or organization provides it. It is generally, but not necessarily, the name that appears before the at sign (@) in your return email address (in the example above, "jim" is the user name).

Record your Username here.

- **Mail account password**

This password lets you access your email account. Your ISP or organization provides it. Keep this password private.

- **Incoming mail server name (Mail Server)**

Your incoming email account resides on a computer at your ISP or within your organization. Your incoming mail server name is the Internet server name of that computer (for example, pop3mail.myfirm.com).

Record your incoming mail server name (Mail Server name) here.

- **POP or IMAP**

This is the protocol that your incoming mail server uses. Your incoming mail server uses one of the following two Internet protocols, POP or IMAP, for storing and forwarding your mail. Ask your ISP or your email administrator which one it uses.

If you are setting up an IMAP account, it may require an IMAP Mailbox Location Prefix. Obtain this from your ISP or your email administrator. Otherwise, leave the following box blank.

If applicable, record your IMAP Mailbox Location Prefix here.

- **Outgoing Mail Server Name**

This server, an SMTP server, receives and processes all of your outgoing mail. It also resides on a computer at your ISP or within your organization. The server name is often the same as your incoming mail server name. Your SMTP server name is the full name of that computer, for example, smtp.myfirm.com. If your ISP or your email administrator has not given this server name to you, you can leave the box blank.

Record your SMTP Server name here (if known).

Installing Eudora

After you have recorded the previous information, you are ready to install, configure, choose a Eudora mode, and register your copy of Eudora.

If you are installing over a previous version of Eudora, all of your messages, mailboxes, folders, filters, and settings are maintained as long as you install Eudora in the same location as your previous version.

To install Eudora, do the following:

1. Turn off any virus-protection software installed on your computer. Restart your Macintosh.

   Important. Do not restart your Macintosh with extensions OFF because the installation CD will not mount onto your desktop.

2. If you are installing Eudora from a CD-ROM, insert the Eudora CD into your Macintosh CD-ROM drive. If you are installing Eudora from a software archive, double-click the archive.

3. Double-click the Eudora 5.2 installer icon to launch the install program.

4. Click **Continue** in the Installer window, or press **Return** or **Enter**.

5 Read the Readme and click **Continue**. (To save the Readme to a file, click **Save**. To print the Readme, click **Print**.)

6 Read the Software License Agreement and if you agree to the terms, click **Agree**. The Eudora Install dialog appears.

7 To install Eudora and all of the items listed, choose **Easy Install** and click **Install**. Easy Install is the default, and it installs all elements of version 5.2. To install Eudora only, choose **Custom Install**.

Note. By choosing the Easy Install, QUALCOMM's PureVoice™ voice-messaging software will install. If you install Eudora from a CD, an option will appear to install Apple's QuickTime™ multimedia software. If you have a newer version of QuickTime, it will not be replaced. If you get Eudora from the Internet, you can retrieve and install QuickTime separately from Eudora.

By choosing Custom Install, you can choose which items you want to install. To see a description of an item, click the item.

8 When asked where you want to install the Eudora Application, choose the destination folder and click **Install**. A dialog appears indicating that your Macintosh may need to be restarted following installation.

The install program begins installing the Eudora files into the appropriate locations on your disk.

9 Open the **Eudora Application Folder**, which you just installed in the destination folder you specified above. If you want to install any of the supplementary software, double-click the installer icon of the item. The application icon to open Eudora is located in the Eudora Application Folder.

Opening and Configuring Eudora

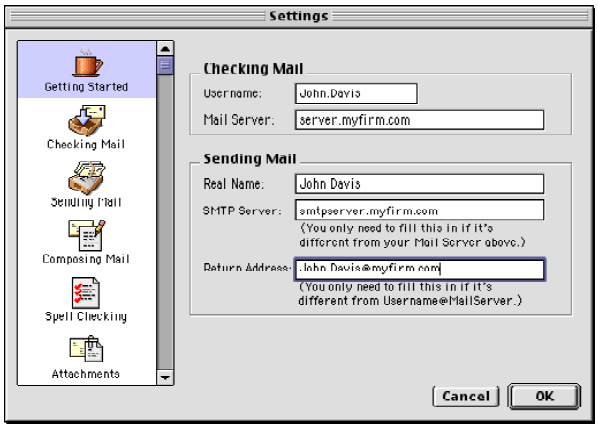
After you have successfully installed Eudora, you must configure your email account using the information you entered in the *Getting Started* section of this guide.

Important. Your older Eudora mailboxes, settings, etc. are used automatically by this most current version of Eudora. These files reside either in the System or Documents folder depending on which Mac OS your system is using. This folder is named Eudora Folder. Don't move this folder if you want to keep your previous settings. Only the "Application" folder will be changed by the Eudora installer.

Getting Started Settings

Open Eudora. Go to the Eudora Application Folder and double-click the Eudora application icon. The first time you launch Eudora, a popup dialog asks you if want to import settings and mail from another email application (see the next section). If not, the Getting Started dialog of the Settings options appears.

Sample Getting Started Settings dialog



To check your settings according to the instructions here, or anytime after launching Eudora, choose **Settings** from the **Special** menu and click the **Getting Started** category icon in the left column.

In the Getting Started Settings dialog, enter the following information:

- Your **Username** (recorded earlier)
- Your **Mail Server** (incoming mail server name, recorded earlier)
- Your **Real name** (your first and last name as you wish it to appear in the sender line of your outgoing mail)
- **SMTP Server** (outgoing mail server name, recorded earlier)
- **Return address** (recorded earlier), if it is different from the address you would get if you combine your **Username** and **Mail Server** thus username@mailserver.com

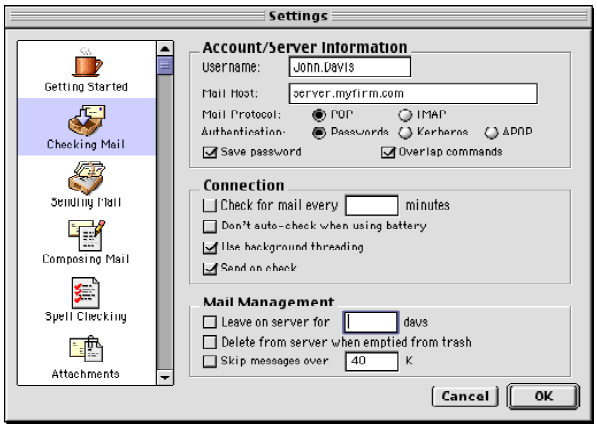
When you finish entering this information, click **OK** to save your changes.

POP or IMAP

You need to tell Eudora which Internet protocol your incoming mail server uses, as you recorded it earlier in this guide.

1. Open the **Settings** dialog by selecting **Settings** from the **Special** menu.
2. Click the **Checking Mail** category icon in the left column. The Checking Mail settings dialog appears.

Sample Checking Mail Settings dialog



3 In the **Mail Protocol** field, click **POP** or **IMAP**, depending on what you recorded earlier in this guide. (If you are not sure, click POP. You can always change it later.)

Note. If you choose the IMAP mail protocol and you recorded an IMAP Mailbox Location Prefix earlier in this guide, enter that information in the IMAP Mailbox Location Prefix field that appears.

4 Click **OK** to save your changes.

SMTP Server Settings (if necessary)

If your SMTP (outgoing) server is on a different computer than your incoming mail server (your ISP or email administrator can provide you this information), you need to do the following after you have filled in the Getting Started Settings dialog:

1 Open the **Settings** dialog by selecting **Settings** from the **Special** menu.

2 Click the **Sending Mail** category icon in the left column. The Sending Mail settings dialog appears.

3 In the **Default Domain** field, enter the domain name, if any. (So, if you enter *myfirm.com* in this field and you address a message to bill.jones, Eudora will expand the address as bill.jones@myfirm.com before sending or queuing the message.)

4 In the **SMTP Server** field, enter the name of your outgoing (SMTP) server if you didn't enter it in the Getting Started dialog. Click **OK** to save your changes.

Once you have configured Eudora, you are ready to begin sending and receiving messages. However, you may want to change the Eudora operating mode and register your copy of Eudora. (See "Operating Eudora in One of Three Modes" on page 7).

Importing Mail and Address Book from another Email Application

To set up a newly migrated account from Microsoft Outlook Express 5.0 as a new account in Eudora, do the following:

1 If you have not configured your Dominant personality (account) when setting up Eudora, a dialog appears asking you if want to import settings and mail from another email account. Click **Yes**. The account you import will become your Dominant personality.

   Or if you have set up your Dominant personality in Eudora, but would like to set up another account using the settings from another email account, go to the **File** menu, and choose **Import Mail**. The Email Importer dialog appears.

   Email Importer dialog

2 Choose the email account from the list and click **Import Account**. To choose a mail folder to import via a standard file dialog, click **Select Other**. Once an account is selected to import, The Import Mail dialog appears.

3 Choose the items you wish to import into Eudora and click OK. Eudora transfers all the settings you've chosen to your new Eudora account.

Operating Eudora in One of Three Modes

You can ***choose*** one of three operating modes on how you wish to use Eudora. They are as follows:

- **Paid mode**

This mode provides the full-featured Eudora desktop email client without advertising.

- **Sponsored mode**

This mode provides the full-featured Eudora desktop email client at no charge, supported by sponsors' advertising. It includes all of the features that are in the Paid mode.

- **Light mode**

This is an upgrade to the freeware version formerly known as Eudora Light. It includes fewer features than the other modes and a sponsor image or logo, but no advertising.

Choosing a Eudora Mode

If you bought Eudora from a retail store or from a web site, Eudora installs in Paid mode. However, if you would like to change the operating mode, for example to Sponsored mode, you can do so right in the Eudora program. (Remember to request a refund from QUALCOMM. See the last page of this guide for details.)

To change the Eudora operating mode after you install Eudora 5.2, do the following:

1 From the **Help** menu, choose **Payment & Registration**. The Payment and Registration window appears.

Payment and Registration window

2 In the **Which Eudora is right for you?** section:

- To use Eudora in Sponsored mode, click **Sponsored Mode (free, with ads)**. Eudora displays the ad window.
- To use Eudora in Paid mode, click **Paid Mode (costs money, no ads)**. Eudora displays the Eudora web site for you to purchase Eudora.
- To use Eudora in Light mode, click **Light Mode (free, fewer features)**. Eudora changes to Light mode by shutting down certain features. The features that will be turned off are listed in the confirmation dialog.

Note. The grayed out button indicates the mode in which you are operating Eudora.

Registering Eudora

If you are using Eudora in Paid mode, you need to register to be eligible for technical support. If you don't register or use Eudora in Sponsored or Light mode, you are not eligible for technical support.

To register your copy of Eudora, do the following:

1 From the **Help** menu, choose **Payment & Registration**. The Payment and Registration window appears.

2 In the **Keeping Current** section, click **Register with Us**. Eudora takes you to Eudora's registration web page.

3 Enter your information, click **Submit Registration**. You will receive an email confirming your registration.

Technical Support

If you register your copy of Eudora in Paid mode, you are entitled to technical support. Be sure to register as soon as possible to avoid any delays in receiving technical support.

Many common issues can be solved by visiting the Eudora technical support web site at <http://www.eudora.com/techsupport>. The technical support web site provides online answers to your technical questions about QUALCOMM's Eudora software products. Go to the Technical Support web site to get valuable "how to" information and step-by-step interactive tutorials. Also, you will be able to retrieve most current Eudora products and documentation.

For a quick introduction to Eudora's basic functions, refer to the procedures provided in this guide and to your online help, which you can access from the Eudora Help menu.

For a quick introduction to Eudora's basic functions, refer to the procedures provided in this guide and to your online help, which you can access from the Eudora Help menu.

Creating and Sending a Message

1. From the **Message** menu, choose **New Message**.
2. Type an email address in the **To** field.
3. Press **Tab** to move the cursor to the **Subject** field.
4. Type the subject of your message (optional, but recommended).
5. Press **Tab** and type in the **Cc** field email address (optional).
6. Press **Tab** and type in the **Bcc** field email address (optional).
7. Press **Tab** and type in the body of the message.
8. After completing the message, click **Send**.

Tip. You can type multiple addresses in the To, Cc, and Bcc fields, as long as you separate them with commas.

Also, you can save a message without sending it by selecting **Save** from the **File** menu. Your message is saved in the Out mailbox. It can be reopened and edited at any time prior to sending it.

Checking for and Receiving Mail

You can manually check for mail or set up Eudora to automatically check for mail.

Checking Mail Manually

1. From the **File** menu, choose **Check Mail**.
2. If Eudora asks for your password, type it in the Password dialog and click **OK** (server passwords are usually case-sensitive).
3. If there is no mail for you, a "no mail" alert appears. Click **OK**.
4. If you have new mail, Eudora transfers the messages one by one and then displays a "new mail" alert. Click **OK**.

   New messages are delivered to your In mailbox. This mailbox opens automatically and your new message summaries are added to the end of the mailbox list.
5. Double-click a message summary to open the message or read the message in the preview pane.

Automatic Mail Checking

1. From the **Special** menu, choose **Settings**. Then, click the **Checking Mail** category icon.
2. Click the checkbox for **Check for mail every ___ minutes** to turn on automatic mail checking. In the text box, type the number of minutes between automatic mail checks (15 is the recommended interval).

3 To save your changes and close the Settings dialog, click **OK**.

Eudora automatically checks for mail at the interval you have requested.

Replying to a Message

1 Choose or open the message you want to reply to.

2 From the **Message** menu, choose **Reply** to display a new composition window. Eudora completes the To, From, and Subject fields based on the original message.

3 Remove those parts of the original text that you don't want to include in your reply and type in your own text.

4 When you finish your response, click **Send**.

Forwarding a Message

1 Choose or open the message you want to forward.

2 From the **Message** menu, choose **Forward** to display a new composition window. Eudora completes the Subject field based on the original message and transfers the header and body of the original message to the new message body.

3 Type the addresses of the people you want to forward the message to in the **To** field.

4 The existing text may be edited, and more text may be added to the message.

5 After editing the message, click **Send** (or **Queue**) to forward it.

Redirecting a Message

Eudora's Redirect command lets you pass on a received message that was intended for someone else, allowing that person to reply directly to the original sender.

1 Choose or open the message you want to redirect.

2 From the **Message** menu, choose **Redirect** to display a new composition window. Eudora completes the From field with the address of the originator, followed in parentheses by the words "by way of" and your name and/or email address. The Subject field and message body are also completed based on the original message.

3 Type the addresses of the people to whom you wish to redirect the message in the **To** field.

4 The existing text may be edited, and more text may be added to the message.

5 Once the editing is completed, click **Send**.

Note. Email courtesy suggests that you not do much editing of the message you're redirecting. If you must add comments, put them in brackets [ ] with your initials, like this: [Don: Please reply to this right away. SD]

Shortcuts

The shortcut keys for Eudora functions are the following:

Press these keys	This will happen...
Command + .	Stops the current action
Command + 0	Opens Out mailbox
Command + 1	Opens In mailbox)
Command + 6	Checks spelling
Option + Command + 6	Finds next misspelling
Shift + Option + Command + 6	Adds word to dictionary
Command + -	Sends queued messages
Command + =	Enter selection (into Find window)
**Command + **	Sends to back (move current window to the back of all Eudora windows)
Command + ’	Adds one level of excerpt bars
Command + Option + ’	Removes one level of excerpt bars
Command + ,	Finishes address book entry (finish nickname)
Command + [	Lowers priority
Command +]	Raises priority
Command + A	Selects all
Command + B	Makes the selected text bold
Command + C	Copies
Command + D	Deletes messages
Command + E	Sends immediately, or queues for delivery
Command + F	Finds (open the Find window to search for a text string in the current message)
Option + Command + F	Searches for messages in mailboxes and folders
Command + G	Finds again
Command + H	Attaches document... (attach a file to a message)
Command + I	Makes the selected text italic
Command + J	Filters messages (execute manual filters on the selected messages)
Command + K	Makes address book entry... (make nickname)

Press these keys	This will happen...
Command + L	Opens address book
Command + M	Checks mail
Command + N	Opens new message
Command + O	Opens file
Command + P	Prints
Command + Q	Quits Eudora
Command + R	Replies
Command + S	Saves
Command + T	Makes the selected text plain
Command + U	Makes the selected text underlined
Command + V	Pastes
Command + W	Closes the window or message
Command + X	Cuts
Command + Y	Opens Directory Services
Command + Z	Undo/Redo
Arrows	Moves from one message to another in a mailbox (depends on your Moving Around Settings)
Command + Arrows	Moves from one file to another in the address book
Return or **Enter**	Selects the outlined button in any dialog, alert, or window, or opens the selected message(s)
Spacebar	Opens a selected message summary (or scrolls its preview down through the message preview panel), or closes the current open message. For long open messages, scrolls the message down one page
Esc	Stops any operation currently in progress
Help	Turns balloon help on or off
F1	Undo/Redo, or main toolbar function
F2	Cuts, or main toolbar function
F3	Copies, or main toolbar function
F4	Pastes, or main toolbar function
Home	Scrolls the window to the beginning
End	Scrolls the window to the end
Page Up, Page Down	Scrolls up or down through the window

Note. Function keys can be linked to main toolbar buttons by turning on the Map function keys to buttons option in the Toolbar Settings (Special>Settings...>Toolbar).

Return Policy

QUALCOMM offers a 30-day unconditional money back guarantee on all Eudora software products. If you would like to return Eudora (within 30 days from the date of purchase), or if you have any questions please call 1-800-2-EUDORA (1-800-238-3672) or email eudora-rep@qualcomm.com.

© 2002 QUALCOMM Incorporated, San Diego, CA 92121. All rights reserved. PureVoice is a trademark of QUALCOMM Incorporated. QuickTime is a trademark of Apple Computer, Inc. QuickTime is a trademark used under license, registered in the U.S. and other countries. All other trademarks are property of their respective owners.

October 2002
PM80-47928-7 MAC